If your Intermediate School student has a change in dismissal, please always inform us in writing, preferably by email by 9 a.m.

- In your email, please include:
  - Date of change
  - Grade level and teacher’s name
  - First and last name of student
  - First and last name of person picking up student (must have valid photo ID at sign out)
  - If an absence, include the reason or medical note

**For Early Dismissals** (by 9 a.m.):
Mrs. Jessloski - isattendance@southfayette.org and the Homeroom Teacher

**For Parent Pick Up** (by 9 a.m.):
Mrs. Vasalani - smvasalani@southfayette.org and the Homeroom Teacher

- If you have a permanent pick up schedule please submit a permanent dismissal form to Mrs. Vasalani.
- If you wish to pick up your student after school intermittently, please email your child’s homeroom teacher and smvasalani@southfayette.org no later than 9 a.m. on the morning of the pick up, or send a note to school with your student the day of the desired pick up.
- Please note that students who are parent pick up at the end of the school day will be dismissed at 3:22 PM. Parents can enter through the main entrance beginning at 3:15 and should report to the community room directly on the left. Please have your photo ID ready.

**For Bus Passes** (by 9 a.m.)
Mrs. Vasalani - smvasalani@southfayette.org and the Homeroom Teacher

Please include:
- The address and the name of the other student if your child is riding home with another student.
- Please note, permission from the other child’s parent is required before a bus pass will be issued.

**For Absences:**
Mrs. Jessloski - isattendance@southfayette.org

Excuse forms may be found on the school’s web site - www.southfayette.org

- Absences will be unexcused unless a note is received within 3 school days of the absence.

**For Educational Trips:**
Educational trip forms may be found on the school’s web site - www.southfayette.org

- Educational trip forms are to be completed two weeks prior to the scheduled trip for approval.

Attendance - For additional information, please reference the Student Parent Handbook.